

<b>PURCHASE REQUEST FOR EQUIPMENT, SUPPLIES OR SERVICES</b>							<b>Request Number</b>	
Instructions for this form are located in the OTS Contractor customer Guide "How to Purchase Goods and Services"							Page      of	
Review OTS Customer Guide "How to Purchase Goods and Services" for special instructions and approvals required for the following: publications, select agents, hazardous materials, patent rights deviations, human subjects (tissue, organs, sera) controlled substances, live animals, capital equipment, sensitive items, consulting services, or sole source procurements. If PR is for research, also complete Form CG 1-B. If PR is for construction or A-E services, also complete Form CG 1-C.								
1. Center Number:			2. Date Prepared:			3. Vendor Number:		
4. Suggested Vendor:								
Vendor Name:								
Address:								
Point of Contact:								
Phone Number:					Fax Number:			
5. Requisitioning Office:					6. Deliver To:			
Name:					Name:			
Address:					Address:			
Bldg/Rm Number:					Bldg/Rm Number:			
Phone:					Phone:			
<b>DO NOT WRITE IN SHADED COLUMNS BELOW- FOR USE BY ACQUISITION DEPARTMENT</b>								
Line Number	Item Number	Vendor Catalog Number/Description of Item or Service	Unit	Quantity	Est. Unit Price	Est. Ext. Price	Final Unit Price	Final Ext Price
(7.)	(8.)	(9.)	(10.)	(11.)	(12.)	(13.)	(14.)	(15.)
01			Each			0.00		
02			Each			0.00		
03			Each			0.00		
04			Each			0.00		
05			Each			0.00		
06			Each			0.00		
07			Each			0.00		
08			Each			0.00		
09			Each			0.00		
10			Each			0.00		
16. GSA #:		17. Additional Cost: <input type="checkbox"/>		18. Estimated Total: \$0.00		9. Final Total:		
20. Special Instructions and/or List of Attachments:				21. Desired Delivery Date:				
Requestor Name:			Title:		Signature:			
Approver Name:			Title:		Signature:			
Other Approver:			Title:		Signature:			
Government App:			Title:		Signature:			
<b>DO NOT WRITE BELOW THIS LINE - FOR USE BY ACQUISITION DEPARTMENT</b>								
PR Entered		PO Number		Order Placed By				
PR Verified		Order Type		Date Placed				
PO Entered		File Number		Date Mailed				
PO Verified		COA Number		FOB/Ship Via				
Est. Del. Date		Placed Order With		Terms				